



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331

Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: **PM-3**

May 30, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ALTADENA SHERIFF'S STATION
AWARD AGREEMENT
SPECS. 5411; C.P. 77281
SUPERVISORIAL DISTRICT 5
3 VOTES**

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND SHERIFF THAT YOUR BOARD:

Award and authorize the Director of Public Works to execute an architect/engineer services agreement with Ted Tokio Tanaka Architects to provide revised programming and schematic design services for the proposed Altadena Sheriff's Station for a not to exceed fee of \$313,936 to be funded through reappropriated State revenue and establish the agreement effective date following Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended A/E services agreement with Tanaka will provide revised programming and schematic design services for the Altadena Sheriff's Station and will also secure the remaining balance of an original allocation of \$800,000 in grant funds allocated by the State of California Office of Criminal Justice Planning. Discussions with the State have indicated that the remaining State funds must be committed by June 30, 2002.

Current Station Operating Conditions

The Altadena Sheriff's Station was originally constructed in 1947 and provides service to the unincorporated area of Altadena. The existing 10,570-square-foot station does not provide enough space to support the current staffing level of 71 personnel and the space is not adequate to meet certain operational requirements. For example, the Board of Corrections found the Trustee's quarters to be noncompliant. The station needs modifications to comply with current Americans with Disabilities Act requirements and building codes, and the vehicle service building is inadequate to provide complete vehicle maintenance services and is also in need of major repairs.

State Funding

During 1999-2000, the County received \$800,000 from the State to replace the station's vehicle service building. In an effort to address the station's overall space and operational deficiencies, the Sheriff's Department revised its project scope with the State to allow expenditure of the funds toward planning and improvements for the entire station, including the vehicle service building.

To date, \$554,000 of the State funds have been expended or committed for preliminary site work, consultant services, project management, and the completion of the initial architectural program. It is now apparent that \$131,600 in project management costs will not be expended this fiscal year, reducing the committed grant funds to \$422,400 and leaving a balance of uncommitted funds of \$377,600.

Approving the recommended action will allow the Sheriff to commit \$313,936 of this balance for revised programming services by the State funding deadline. The remaining \$63,664 will be committed for geotechnical services and environmental documentation services also by the deadline.

Revised Programming and Schematic Design

On June 19, 2001, your Board authorized a consultant agreement with Tanaka for architectural programming services for the Altadena Sheriff's Station project. Tanaka completed an architectural program in February 2002 that identified program space needs, conceptual building layouts, and related vehicle parking space requirements.

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The program identified space and operational deficiencies for the Altadena Sheriff's Station which could be alleviated by constructing a 37,000-square-foot main building and a separate 6,100-square-foot vehicle service building at an estimated total project cost of \$21,800,000. Funding has not been identified to construct this station expansion.

Therefore, to reduce the architectural program space requirements, the programming consultant is being retained to validate the station's space requirements, prioritize programmatic and operational needs, and determine the most cost-effective space configuration for a reduced station expansion. Tanaka has provided a fee proposal to conduct the revised programming effort and to prepare schematic drawings for a more detailed preliminary cost estimate.

Following the completion of these tasks and after identification of funding to fully contract for the project design and construction, we will return to your Board to award and execute a supplemental agreement for A/E design services with Tanaka for design development and preparation of construction documents.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility by providing a more efficient, visitor-friendly working environment, emphasizing proactive community policing to better serve the local community, and investing in public infrastructure to improve the performance and productivity of the Sheriff's operation.

FISCAL IMPACT/FINANCING

The recommended agreement with Tanaka is for a not to exceed fee of \$313,936. Sufficient funds are available in the 2001-2002 Capital Projects Budget from the reappropriation of \$800,000 of State revenue received in 1999-2000 under Capital Project 77281.

The total estimated cost of the project, including construction, equipment, design, consultant fees, and County services, will be provided when we return to your Board for authorization to execute a design services agreement.

The Project Schedule and Budget Summary are included in Enclosure A.

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Operational Financing

The Sheriff's 2001-02 Operating Budget currently includes net funding of \$6,624,394 for ongoing operating costs associated with the Altadena Sheriff's Station for salaries and employee benefits, services and supplies, and other changes. The CAO and Sheriff will work closely with the architect to quantify the impact of the revised facility program on the Sheriff's operating costs.

Operational funding recommendations will be brought forth for your Board's consideration by the Sheriff and Chief Administrative Office prior to requesting authorization to construct the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for awarding this agreement, Tanaka is willing to consider Greater Avenues for Independence Program participants for future employment.

Tanaka is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

ENVIRONMENTAL DOCUMENTATION

Awarding this agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to construct the project.

CONTRACTING PROCESS

On September 18, 2000, the Architectural Evaluation Board recommended four firms to be considered for performing the architectural programming and A/E design services for this project. On January 11, 2001, technical proposals for services were requested from these firms. Two firms submitted proposals for review and evaluation. The proposals were evaluated by a panel of members from the CAO, Sheriff, and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. This evaluation was completed without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, the CAO, Sheriff, and Public Works found that Tanaka is best qualified to perform these services.

On June 19, 2001, your Board authorized Agreement PW 12370 with Tanaka to provide programming services for the Altadena Sheriff's Station Replacement project for a not to exceed fee of \$137,000. Tanaka has agreed to provide revised programming and schematic design services for a total not to exceed fee of \$313,936. The negotiated fee has been reviewed by the CAO, Sheriff, and Public Works and is considered reasonable for the scope of work.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreement as this agreement is for non-Proposition A services.

Tanaka's Community Business Enterprise participation data and three-year contracting history with the County are on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services.

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CONCLUSION

Please return one adopted copy of this letter to the CAO (Capital Projects Division), Sheriff, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

LEROY D. BACA
Sheriff

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Enc.

cc: Auditor-Controller
County Counsel
Department of Social Services (GAIN Program)

May 30, 2002

ENCLOSURE A

**ALTADENA SHERIFF'S STATION
AWARD AGREEMENT
SPECS. 5411; C.P. 77281**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date
Project Needs Assessment	09/05/00*	N/A
Project Feasibility	N/A	N/A
Project Program	11/29/01	02/01/02*
Design		
S Contract Execution	06/27/02	06/27/02
- Revised Program	08/30/02	08/30/02
- Schematic Design	01/28/03	01/28/03
S Construction Document Submittal	TBD	TBD
S Jurisdictional Approval	TBD	TBD
Bid and Award Construction Contract	TBD	TBD
Construction		
- Substantial Completion	TBD	TBD
- Acceptance		

* Indicates completed activity.

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget	Impact of this Action	Total
Land Acquisition	-0-	-0-	-0-
Construction			
(a) Construction			
(b) Change Orders			
(c) Demotion - Hawkins House	\$ 20,657	-0-	\$ 20,657
Subtotal	\$ 20,657		\$ 20,657
Equipment	TBD	-0-	-0-
Plans & Specifications			
Programming	\$137,000	-0-	\$ 137,000
Revised Programming & Schematics	-0-	\$ 313,936	\$ 313,936
Design Development	-0-	-0-	-0-
Construction Documents	-0-	-0-	-0-
Subtotal	\$137,000	\$ 313,936	\$ 450,936
Consultant Services	\$ 63,664	-0-	\$ 63,664
Miscellaneous Expenditures	TBD	-0-	-0-
Jurisdictional Review and Plan Check	TBD	-0-	-0-
County Services	\$ 264,743	-0-	\$ 264,743
TOTAL	\$ 486,064	\$313,936	\$ 800,000